

## **SUPERVISORS GUIDELINES FOR HIRING**

### **Recruitment and Selection**

The following pointers are provided to assist you with the employment process:

Complete an Agency Hiring Request (AHR) and attach a PARF (Personnel Action Request Form) denoting how the position is to be recruited (agency only, state only or general public). Please pay close attention to accurate funding codes and other pertinent data. Human Resources will provide assistance in completing the AHR by including staffing levels/positions. A current Employee Work Profile (EWP) and organizational chart must also be included with the AHR and PARF. These materials go through channels to the Commissioner's Office where they are reviewed and if approved, sent to the Human Resource Office.

Upon receipt from the Commissioner's Office, HRS staff will consult with the hiring manager to ensure the proper process is followed.

Applications received generally will be screened within 7 days of the day after the closing date (to allow for processing of applications received on the last day of the posting). Candidates meeting the screening criteria (established by HR and the hiring supervisor) will be referred for interview.

The hiring manager must submit the composition of the interview panel (gender/race/disability) and interview questions to HRS for review and approval at least three days prior to conducting interviews.

Upon completion of the interview process, all interview forms must be completed and signed and sent to HRS along with the original applications for review. Submission of these materials should be made within 7 days of the date the successful candidate accepts the hiring offer. (NOTE: Some of these documents must be sent with the Pay Action Worksheet. Described under Payroll/Transactions Processing.)

The information to be returned to HRS is located on the Supervisors CHECKLIST titled "Forms to be Returned to HRS after Completion of Interview Process". It is important that these documents be submitted to the HR Division as quickly as possible after the completion of the recruiting process, but must be returned within 30 days.

Following these guidelines will expedite the hiring process and ensure that once you have finalized your selection, your new employee can be placed on the payroll in a timely manner and receive appropriate benefits.

## **Compensation**

Just a few tips when filling a position and completing the Pay Action Worksheet (PAW). PAWs must be completed for ALL new hires, wage and classified – for all agencies.

### *Salary Verification*

- Salaries for all pay practices **must** be verified. Verification may include a copy of a check stub, tax return, W-2; or calling the previous or current employer. If the previous or current employer is called to verify the salary, note on the PAW the name, position, and phone number of the person with whom the salary is verified. Attach the check stub, etc., if appropriate.
- If a check stub is used to verify the salary, please make sure to find out how often the employee is paid, this will provide the most accurate picture of the salary. Some employers may pay 24 times a year such as the state, 26 times a year, monthly, etc.
- Only the base salary is used for purposes of making an offer. Shift differentials, overtime pay, bonuses, temporary pay, etc., are not used.
- **NOTE:** Requirements for salary verification of a current State employee are slightly different. The Supervisor **must** verify the salary with the agency's human resource staff **not** with the employee's current supervisor and not through the employee's pay stub. The hiring supervisor should verify with the HR office if the employee is receiving any sort of differential or additional pay (shift/geographic) or temporary pay. Identify on the PAW that the salary was verified and with whom.

### *Hiring Current State Employees*

Hiring employees who are already employed by the state requires a few additional steps. It is important to verify the salary **and** the Role title and pay band.

- The “starting pay” pay practice is **not** used for candidates who are current state employees.
- The appropriate Pay Practice is determined by the candidate's pay band in their current agency and the pay band of the position being offered at the new agency. Typically, the pay practices used would be promotion (if moving to a higher pay band in the new agency); voluntary demotion (if moving to a lower pay band in the new agency); or voluntary transfer (if moving to a position in the same pay band in the new agency).

- If the employee is past probation, another probationary period is not served. If the employee is still in their probationary period and they accept a job with one of the disability services agencies, the following will apply:
  - If the employee is in their first six months of probation, they will continue in this status here and their probation would end after twelve months from their original hire date with the state. When completing the offer letter, the probationary status needs to be included.
  - If the employee is in their **last six months of probation**, their probation will be extended (not to exceed a total of 18 months from their original hire date). Please use the offer letter example located on HR's intranet site.

**Payroll/Transactions Processing** (puts the individual on the payroll and provides verification of legal hiring process)

- The PAW must be accompanied by several forms prior to being processed. The required documentation to attach with the PAW is: the original application form, offer letter, Hiring Supervisor's Interview Summary Report and reference check information. The PAW must include the applicant's social security number, the role code and role title, funding information, and the starting date. Please double check this information to ensure that numbers have not been transposed and that the information is legible (faxed copies frequently are blurred so you may want to use a larger font to ensure that the information is readable).
- Additionally, the date of birth is required. Please double check the information to ensure it is correct and legible. Prior to HR submitting the PAW to payroll for processing, the I-9 (with supporting documents) and a copy of the new employees Social Security Card must be received in HR. Neither HR nor Payroll can process the new hire without these documents.
- Designations for Race are as follows:
  - ◆ A = White
  - ◆ B = Black
  - ◆ C = Hispanic
  - ◆ D = Asian
  - ◆ E = Native American
- If you have the employee's work telephone number and email address, please write this on the PAW **OR** on the new hire orientation checklist to assist HR in enabling the employee to receive state distributed emails and to enable others to locate the employee through the State Employee Search engine.

- Notify HR immediately if the employee does not begin work on the designated date, or if you enter into an agreement to delay the start date.
- On the first day on the job, the employee needs to:
  - ◆ Provide verification of eligibility to work (copies of documentation should be attached to form) and complete and sign the I-9 form
  - ◆ Provide their social security card for HR and Payroll processing
  - ◆ Supervisors must fax the I-9 information and the SS card to HR on the first day of employment
  - ◆ Complete and sign the Federal and State withholdings forms (Employees living in other states will need to complete applicable state withholding forms – check under forms on the Payroll intranet site.)
  - ◆ Complete the Child Support Withholding form
  - ◆ Direct Deposit Authorization form
- The supervisor must complete the employer section for the I-9 form, and witness the signature for the Child Support Withholding form.
- A copy of the new hire checklist should accompany any materials being sent to HR, especially if materials are being mailed in piecemeal fashion to ensure that all items are received or followed up.
- Enrollment forms for opening an account with the Virginia Credit Union should be mailed directly to the Virginia Credit Union. Changes to the Direct Deposit Authorization form may be completed after the employee receives notification of the account number.
- New hires cannot be keyed into the system until the previous incumbent has been keyed out of the system. Please ensure that paperwork for current employees transferring into new positions is submitted timely.

## **Benefits**

### **Healthcare**

- New employees have 31 days from their hire date to submit an election for health insurance coverage. The effective date of coverage will depend on when the healthcare election/waiver form is received by the Benefit Administrator. Example: Employee A is hired 1/10/04, if the healthcare election form is received on or **before** 2/1/04, the effective date of coverage would be 2/1/04. If the election form is received after 2/1/04 the effective date of coverage would be 3/1/04. An election/waiver form is required from all new employees.

## VRS

- The Beneficiary Designation Form is required for any distribution other than set by legal precedence for the Commonwealth. However, completion of the form is beneficial in settling claims more efficiently and quickly. Forms should be completed as soon as possible and returned to the Benefit Administrator. Please be sure that both page one and two are completed. Page one covers designation of a beneficiary for Group Life Insurance, Page two covers designation of a beneficiary for VRS retirement contributions. This form is a legal document and as such requires a notary's signature.

## Optional Group Life Insurance

- An employee has 31 days from their hire date to elect Optional Group Life Insurance, during which time they are guaranteed issuance of the coverage. This form must be filled out and returned to the Benefit Administrator, to either elect or waive the optional coverage.

## New Employee Packets

New employee packets for classified employees are prepared in our logistical support department. To receive packets, please contact Faye Garner at [Faye.Garner@drs.virginia.gov](mailto:Faye.Garner@drs.virginia.gov) or (804) 662-7000; Faye Dickerson at WWRC [Faye.Dickerson@wwrc.virginia.gov](mailto:Faye.Dickerson@wwrc.virginia.gov) or (540) 332-7182; Carolyn Burchette for DBVI, DDHH, and VBPD [Carolyn.Burchette@drs.virginia.gov](mailto:Carolyn.Burchette@drs.virginia.gov) or (804) 662-7085. You may want to keep one or two extra packets on hand; however, do not maintain too many or use a packet older than six months since forms are updated periodically. New employee packets for wage employees may be accessed on the agency's Human Resource intranet page at <http://intranet/dsa/hr/downloads/WageOrientationChecklist.doc>. You will need to click on the links to download the various forms.

We hope that this information is of benefit to you as you follow through the hiring process. There is a great deal to remember, but if you follow this guide your hiring and closure of the recruiting process should go smoothly.

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